



POSITION DESCRIPTION

CLASSIFICATION TITLE	Senior Coordinator	WORK AREA Planning, Engineering & Inspection
CLASS CODE	5310/Nonexempt	EFFECTIVE DATE: October 1, 2001

FUNCTION Work involves performing engineering support functions relative to detailed utility design review, title searches, acquisition of easements, and preparation and execution of related documents as required in support of Seminole County Environmental Services capital improvement projects and utility infrastructure development projects.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Environmental Sciences, Engineering Technology, or Business/Public Administration is strongly preferred, but not required, and five (5) years responsible experience in water/wastewater utility operations and/or civil engineering design and drafting. *A comparable amount of education, training, or experience may be substituted.*

SPECIAL REQUIREMENTS

Considerable knowledge of title search procedures, the rectangular survey system, and the County parcel identification system. Ability to read and interpret right-of-way maps, construction plans and blueprints, maps, grids, plats, surveys, legal descriptions, survey notes and electronic design drawings. Ability to analyze data and perform technical computations, prepare complex reports, and maintain accurate records. Ability to assist in the preparation of technical engineering reports and construction plans and specifications.

Knowledge of computer mapping, naming conventions, attributes data and blocks, layering schemes and technical specifications of digital maps. Ability to use geographic information systems software (e.g., ArcView, ArcInfo) to obtain address information and to illustrate utility locations and attributes. Considerable skill in the operation of computer drafting programs (e.g., AutoCAD) and hydraulic modeling software (e.g., H2Onet, H2oMap, SewerCAD) and associated hardware (e.g., plotters, printers, digitizers, large format scanners, etc.) Ability to utilize database programs, spreadsheet programs, computers and other general office software programs.

Ability to establish and maintain effective working relationships and communications with fellow employees, management consultants, contractors, regulatory agency staff, and others. Ability to communicate effectively both orally and in writing, to make effective presentations before large and small groups, and to organize and schedule work to meet established priorities. Ability to effectively supervise assigned subordinate personnel.

Familiarity with Florida Department of Environmental Protection (FDEP), U.S. Environmental Protection Agency (EPA), and St. Johns River Water Management District (SJRWMD) regulations pertaining to water and wastewater utility operations and maintenance. Thorough knowledge of the construction, operation, maintenance and repair of water and wastewater treatment and distribution facilities. Basic knowledge of hydraulic and sanitary engineering principles.

Past or current licensure for water distribution and water collection/transmission systems is desirable but not necessary.

Must possess and maintain a valid Florida Driver's License.

ESSENTIAL FUNCTIONS

NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews proposed development utility plans of subdivisions, apartment complexes, duplexes, shopping centers, industrial centers and business centers in unincorporated areas of the County to ensure compliance with the Seminole County Land Development Code and other established guidelines. Provides quality assurance reviews of plans and specifications produced by engineering consultants. Interprets checks, and plots survey notes and field information of water/wastewater utility construction plans. Reviews Seminole County wholesale agreement plans from a technical perspective.

Acts as liaison with FDOT, Public Works Engineering, Traffic, Stormwater and Roads Division to identify cross project impacts. Coordinates with external utility companies for utility relocations. Provides coordination with consultant engineering firms for outsourced design projects. Interfaces with local municipalities in maintaining relationships and interlocal agreements. Participates in the selection of Engineering Consultants and development of project specific scope of services. Attends development preconstruction



POSITION DESCRIPTION

Page 2

CLASSIFICATION TITLE

Senior Coordinator

WORK AREA Planning, Engineering & Inspection

meetings, issues Underground Utility permits, coordinates inspection issues with 104-Fund Lead Inspectors, and maintains the development inspections portion of the PEI database.

Performs required calculations for pump station design, irrigation system design, and water/wastewater plant improvements. Reviews applications for all connections of commercial, irrigation, reuse, and temporary construction meters, performs required calculations, and approves as appropriate. Prepares Seminole County Water & Sewer Standard details in AutoCAD.

Maintains updated Planning, Engineering & Inspections web site for use by consultants and the general public. Receives, responds to, and resolves citizen inquires, and complaints regarding utility services. Maintains plan and map filing system including large format imaging scanner and workstation database.

Provides support for the Environmental Services Department in easement, right-of-way and property acquisitions including coordination with the property owners, County Attorney's Office, Risk Management Division and engineering consultants. Coordinates acquisition process from initial contacts through property closing and recording of documents.

Initiates and effectively recommends to the Division Manager, for final approval by the Department Director, for hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.